



EARLY PUBLIC NOTICE P-21

Development Services

Planning Division

1635 Faraday Avenue

(760) 602-4610

www.carlsbadca.gov

EARLY PUBLIC NOTICE PACKAGE AND ON-SITE PROJECT NOTICE SIGN

In order to provide early notification of nearby development proposals, an early public notice package is required upon the submittal of an application for development to the city. In addition, a project notice sign is required to be posted on the project site by the project applicant. These requirements and procedures apply only to those applications that require approval by either the Planning Commission or City Council.

1. Early Public Notice Package Requirements:

- **One 8½" x 11" copy of your reduced site plan and representative building elevations.** These copies must be of a quality that is photographically reproducible. Only essential data should be included on plans.
- **600' Owners List** - a typewritten list of names and addresses of all property owners within a 600 foot radius of the subject property, including the applicant and/or owner. The list shall include the San Diego County Assessor's parcel number from the latest equalized assessment rolls.

The applicant is required to sign a statement (see Attachment "1") certifying that the information provided represents the latest equalized assessment rolls from the San Diego County Assessor's Office.

- **100' Occupant List** – (Coastal Development Permits Only) a typewritten list of names and addresses of all occupants within a 100 foot radius of the subject property, including the applicant and/or owner.
- **Mailing Labels** – One set of mailing labels of the property owners within a 600 foot radius of the subject property. (Coastal Development Permits Only - one separate set of mailing labels of the property owners and occupants within a 100-foot radius of the subject property.) The list **must** be typed in all **CAPITAL LETTERS, left justified, void of any punctuation**. For any address other than a single-family residence, an apartment or suite number must be included but the Apartment, Suite and/or Building Number must **NOT** appear in the street address line. **DO NOT** type assessor's parcel number on labels. **DO NOT** provide addressed envelopes - PROVIDE LABELS ONLY. Acceptable fonts are: Arial 11 pt, Arial Rounded MT Bold 9 pt, Courier 14 pt, Courier New 11 pt, and MS Line Draw 11 pt. Sample labels are as follows:

UNACCEPTABLE

Mrs. Jane Smith
123 Magnolia Ave., Apt #3
Carlsbad, CA 92008

UNACCEPTABLE

Mrs. Jane Smith
123 Magnolia Ave.
Apt. #3
Carlsbad, CA 92008

ACCEPTABLE

MRS JANE SMITH
APT 3
123 MAGNOLIA AVE
CARLSBAD CA 92008

- **Radius Map** - a map to scale, not less than 1" = 200', showing all lots entirely and partially within 600 feet of the exterior boundaries of the subject property. Each of these lots should be consecutively numbered and correspond with the property owner's list. The scale of the map may be reduced to a scale acceptable to the City Planner if the required scale is impractical.

- **Fee** - a fee shall be paid for covering the cost of mailing notices. Such fee shall equal the current postage rate times the total number of labels. Cash, check (payable to the City of Carlsbad) and credit cards are accepted.

2. On Site Project Notice Sign Procedures:

Within 30 days following the submittal of a formal project application, the applicant shall physically post a notice on the project site. Such notice shall state "NOTICE OF PROJECT APPLICATION" and shall include the project information provided to the applicant by the City.

After the public notice is posted, please return the "Certification of Posting" (see Attachment "2") to the Planning Division within 24 hours of posting. The applicant shall maintain the posted notice in good and legible condition until the application is withdrawn, approved or denied, whichever occurs first. **The applicant shall remove the posted notice from the project site within 7 days after the application is withdrawn, approved or denied, whichever occurs first.**

All project site notices shall comply with the following:

1. Notice signs shall be posted at the most publicly visible location on the site (or off site subject to City Planner approval).
2. Sign material shall be durable enough to withstand the elements.
3. Signs shall be mounted to an existing building or secured to a ground-mounted pole with a minimum pole height of four (4) feet and a maximum pole height of six (6) feet.
4. Sign dimensions shall be: two (2) feet in height and three (3) feet in width.
5. Sign color background shall be yellow.
6. All letter colors shall be black.
7. All letters shall be in capitals.
8. Letter heights for the notice shall be as shown on Attachment "3".
9. Applicant or developer phrases or logos are not allowed.
10. Applicant must obtain project planner approval of color and text, prior to posting.
11. Any removed or damaged notices shall be immediately replaced.

Attachment "4" includes a list of local sign companies.

ATTACHMENT “1”

I HEREBY CERTIFY THAT THE PROPERTY OWNERS LIST AND LABELS SUBMITTED TO THE CITY OF CARLSBAD ON THIS DATE REPRESENT THE LATEST AVAILABLE INFORMATION FROM THE EQUALIZED ASSESSOR’S ROLES.

APPLICATION NAME AND NUMBER

APPLICANT OR APPLICANT’S REPRESENTATIVE

BY: _____

DATE: _____

RECEIVED BY

DATE: _____

CERTIFICATION OF POSTING

I certify that the "Notice of Project Application" has been posted at a conspicuous location on the site on _____.

(DATE)

SIGNATURE: _____

PRINT NAME: _____

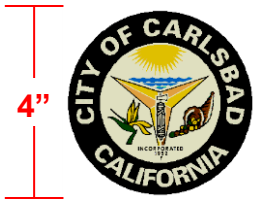
PROJECT NAME: _____

PROJECT NUMBER: _____

LOCATION: _____

RETURN TO: _____
(Planner)

CITY OF CARLSBAD
PLANNING DIVISION
1635 Faraday Avenue
Carlsbad, CA 92008-7314



4"

NOTICE

OF PROJECT APPLICATION

2.5"

1.0"

EACH
LINE
OF
TEXT
TO BE
3/4"

PROJECT NAME:

ENTER PROJECT NAME

PROJECT NUMBER:

ENTER PROJECT NUMBER(S)

PROJECT DESCRIPTION:

ENTER BRIEF PROJECT DESCRIPTION

24"

EACH
LINE
OF
TEXT
TO BE
1/2"

CITY OF CARLSBAD

PLANNING DIVISION

ENTER PLANNER NAME - ENTER TITLE

ENTER PLANNERS EMAIL ADDRESS

(760) 602-ENTER EXTENSION

PROJECT APPLICANT/REPRESENTATIVE

ENTER APPLICANT/REPRESENTATIVE

ENTER APPLICANT NAME

ENTER APPLICANT EMAIL ADDRESS

ENTER APPLICANT PHONE NUMBER

SIGN COMPANIES

Signs on Time

5670 El Camino Real
Carlsbad, CA
Lee Futch
(760) 431-1050

Sign A Rama

191 N. El Camino Real
Encinitas, CA
(760) 634-3217

Sign A Rama

215 S. Pacific Street #103
San Marcos, CA
(760) 744-5046
www.signarama-sanmarcos.com

Palomar Sign Co.

5205 Avenida Encinas
Suite “G”
Carlsbad, CA
(760) 431-0767

Cousin’s Signs

6353 El Camino Real
Suite “E”
Carlsbad, CA
(760) 630-6832
(760) 710-7154 (mobile)
www.cousinssigns.com